



## SAN DIEGO SUPERIOR COURT SUPPLEMENTAL APPLICATION FORM

ACCOUNTANT  
Examination No. 07- 030

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

**NOTE:** Before completing this supplemental application, be sure to review the job announcement in order to become familiar with the specific requirements for this position. The information you provide on this supplemental application form will be used to determine your eligibility to compete, and will be evaluated for participation in the selection process.

Complete this supplemental application form carefully and entirely. **Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.** Wherever specific information has been requested, it MUST be stated. Please do not make statements such as "Refer to Resume or application". Those sections that are not applicable to your particular qualifications should be marked "N/A" to indicate that they have not been overlooked. If you need additional space, attach additional sheets, numbering them accordingly. On each additional sheet that you attach to your supplemental application form, be sure to print or type your name, social security number, and examination title and number.

**San Diego Superior Court  
Supplemental Application Form - Accountant**

**Page 2**

**SECTION I**

Do you have a college degree in accounting or closely related field? \_\_\_ Yes \_\_\_ No

Degree

Major

[ ] Bachelor \_\_\_\_\_  
[ ] Master \_\_\_\_\_  
[ ] Doctorate \_\_\_\_\_

Please indicate if you possess any of the following professional certifications:

[ ] CPA Certificate State of Issue \_\_\_\_\_  
[ ] CIA Certificate State of Issue \_\_\_\_\_  
[ ] CMA Certificate State of Issue \_\_\_\_\_  
[ ] Other (List) \_\_\_\_\_ State of Issue \_\_\_\_\_

**SECTION II**

In the matrix below, please describe any recent education or training you have completed in Computerized Data Processing. Be sure to include accounting software, spreadsheets, database and/or word processing software.

Name of Course, Workshop or Seminar	Date Completed	Name of School or Sponsor of Course	Number of Units/Credits

Use the matrix below to describe the extent of your experience using automated word processing, accounting and financial system applications. Indicate the specific software packages you have used and how you applied them to accounting data. In the experience level column, describe the extent of your familiarity such as never used, training only, vaguely familiar, proficient, or expert.

Applications	Packages You Are Familiar With	Experience Level	Purposes Used and Your Responsibilities
Spreadsheets			
Word Processing			
Data Base Management			
Accounting			
Cashiering			
Other (specify)			
Other (specify)			

A. Please check any and all of the areas listed below in which you have professional level accounting experience:

☐ Finance  
☐ Auditing  
☐ Taxes  
☐ Payroll  
☐ Other (specify) \_\_\_\_\_

Position Title: \_\_\_\_\_

Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Size of Organization: \_\_\_\_\_

Approx. Annual Budget: \_\_\_\_\_

Describe your major duties and responsibilities:

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**San Diego Superior Court**  
**Supplemental Application Form - Accountant**

Section III continued

C. Do you have professional level experience performing accounting work in a public agency or government organization? ☐ Yes ☐ No

If you answered yes to the above question, please provide the following information.

Name of Organization: \_\_\_\_\_

Size of Organization: \_\_\_\_\_ Approx. Annual Budget: \_\_\_\_\_

Nature of the agency's environment: \_\_\_\_\_ (i.e. special district, city, county or federal government, school district, etc.)

Your Position Title: \_\_\_\_\_

Duration: From: To:

Describe your major duties and responsibilities:

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## SECTION IV

Describe your experience preparing financial, statistical and fiscal reports. Be sure to include details about the various reports such as whether it was written in a narrative format, the data collection and analysis techniques you used, if data was displayed using graphs, whether you were required to present conclusions or recommendations, and any direct involvement with implementation activities or problem resolution.

[illegible]

**San Diego Superior Court  
Supplemental Application Form - Accountant**

**Page 5**

Section IV continued

Describe your experience in reviewing accounting data and maintaining control of subsidiary accounts. Include the specific types of data reviewed and the types of accounts maintained.

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**SECTION V**

Do you have supervisory experience with clerical staff performing accounting work or financial transactions? ☐ Yes ☐ No

If your response to the above question was yes, please provide the specific information by completing the matrix.

<b>Your Title</b>	<b>Employer</b>	<b>Length of Time as Supervisor</b>	<b>Title(s) of Employees Supervised</b>	<b>Number of Employees Supervised</b>

Check all of the appropriate boxes to indicate the supervisory responsibilities you performed with respect to the position that you listed above.

- ☐ Interviewing potential employees
- ☐ Making selection decisions
- ☐ Conducting on-the-job training
- ☐ Planning & assigning work
- ☐ Reviewing completed work
- ☐ Writing performance reports

- ☐ Conducting performance evaluation meetings
- ☐ Conducting counseling sessions
- ☐ Making recommendations or decisions regarding disciplinary actions

I certify that all of the information provided above is true and accurate. I understand that falsified information may form the basis for my disqualification.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date